

[Your Company's Letterhead]

[Date]

[New Employee's Name]

[New Employee's Address]

[City, State, Zip Code]

Dear [New Employee's Name],

Welcome to QVC!

We are excited to have you join our team. This letter serves as your official onboarding information and outlines important details regarding your first days with us.

****Start Date:**** [Start Date]

****Time:**** [Start Time]

****Location:**** [Company Address/Remote Link]

****Supervisor:**** [Supervisor's Name]

****Department:**** [Department Name]

Please bring the following documents on your first day:

1. [List of documents, e.g., ID, tax forms, etc.]

2. [Any other required items]

Additionally, you will receive training on [topics of training, e.g., company policies, systems, etc.]. This will be a great opportunity to learn about our culture and expectations.

Feel free to reach out to me or your supervisor if you have any questions beforehand. We are here to support you as you transition into your new role.

Welcome aboard!

Best regards,

[Your Name]

[Your Job Title]

QVC

[Your Email]

[Your Phone Number]

[Company Logo]